

Directions: Please complete shaded areas below.

Department Name: Seaport

Project Name: Electronic Document Management System (EDMS)

Project Amount: \$100,000

Preparer Name & Contact Information: Diane Camacho, (305) 347-4802

Project Type: Please check (✓) one.

☐ Enterprise ☐ Communities of Interest ☒ Department Specific

Funding Source: Please check (✓) one.

☐ GF Capital ☒ Proprietary Capital

☐ **Mandated Requirement**
(If checked (✓), please indicate who is mandating this request as well as the time frame)

☒ **2 Department Priority of Initiative (1, 2, 3, etc.)**

Section A

Background:

Provide any relevant background information to include existing investments in the proposed project. If applicable, please include any information explaining why this is a mandated project.

Electronic Document Management Systems (EDMS) provide electronic filing of paper documents. Documents can be scanned and stored electronically in a database, and thus enabling remote document retrieval, increased document security and an easily searchable environment for documents. The County has already embarked on similar EDMS projects at other Departments and has obtained an enterprise license for Identitech's FYI software. Similarly, the Seaport Department realizes the benefits of acquiring EDMS.

Problem Statement:

Define the problem, need, or opportunity.

There is a growing number of paper documents being generated daily by the operations of the Miami-Dade Seaport Department. Currently there is a manual process of filing, storing and retrieving documents. The problem faced by the Department is limited space availability for paper document storage, and paper documents becoming damaged or lost over time. Employees spend a significant amount of time searching, filing and retrieving paper documents. As the number of paper documents increases so will the need for additional storage space.

Solution:

What is the proposed solution?

The proposed solution is an electronic document management system (EDMS) to provide electronic filing of paper documents. Documents will be scanned and stored electronically in an EDMS database. This system will allow employees to easily store search and retrieve documents. The County has already embarked on similar EDMS projects at other Departments and has obtained an enterprise license for Identitech's FYI software. EDMS provides instant access to documents, remote document retrieval, increased document security and provides an easily searchable environment for documents.

Expected Benefits / Direct Payback:

State the benefits of solving the problem or reaching the goal. Hints: "How the project will reduce costs (perhaps from reducing redundant tasks such as data entry), better decision making at each step of a process (perhaps due to more accurate and timely information), or improved efficiency (thanks to fewer steps to process a transaction).

Specify collective benefits and identify benefits that are specific to each stakeholder. Wherever there are metrics (numbers or targets) for improvement, be sure to include them. Examples: "Reduce communications costs by 20%" or "Increase revenues by \$1,340,500 in fiscal year 2007.

An EDMS will provide instant access to the Seaport Department documents via the intranet. This will allow individuals to conduct business more effectively by giving them instant access to the Seaport Department resources. EDMS will improve the process of searching, filing and retrieving documents. In addition, electronically stored documents will be secure from damage and loss. The process of distributing documents will be improved by using the workflow components of EDMS. The workflow module establishes rules for handling electronic documents and routes these documents to the appropriate individuals. This will reduce document processing time and automate departmental processes.